

# City of Chula Vista

## Meeting Room Policy – Civic Center and Public Works Center



### Policy

Meeting and conference rooms in the City of Chula Vista Civic Center complex (276 Fourth Avenue, 430 “F” Street, and adjacent city offices) and the Public Works Center (1800 Maxwell Road) are primarily intended for use by city staff, the city’s elected officials and city-appointed commissions and boards, for the purpose of conducting city business.

Federal, state, county and city elected officials may also use city meeting and conference rooms for purposes other than official business of the City of Chula Vista – subject to the terms of the city’s policy regarding “official city participation in politically motivated events”; after completing the application process; subject to room availability; and per the meeting room “conditions of use”.

Outside groups whose activities are formally sponsored by the city may also use city meeting and conference rooms – after completing the application process, subject to availability and per the “conditions of use”.

The only other outside groups who may use city meeting and conference rooms are non-profit and governmental organizations, hereafter referred to as “other approved outside groups”. No other types of outside groups or entities will be permitted to use any city meeting and conference rooms.

- Priority will be given to organizations and groups headquartered in Chula Vista, or whose membership is composed of Chula Vista residents.

No charges or registration fees may be collected for admission to the meeting rooms. The sale of merchandise or services of any type is also prohibited.

City business/events take precedence over those of any outside groups, and the city reserves the right to revoke or change an outside group’s meeting location, time or schedule.

### Application Process

When conducting city business, city staff, the city’s elected officials and city-appointed commissions and boards may reserve meeting and conference rooms directly, without completing the formal application process. **Exception:** Reservation of Council Chambers by any individual or group, for any purpose, must be made through the Office of Communications which maintains the schedule for Council Chambers.

Federal, state or county elected officials, outside groups sponsored by the city, and other “approved outside groups” who wish to use city meeting and conference rooms must apply to the City of Chula Vista’s Office of Communications, using the “Application for use of Meeting Room” and “Conditions of Use” forms. Only Office of Communications staff is authorized to grant or deny permission to these groups. All other city staff/departments are directed to refer requests for use of meeting and conference rooms by federal, state or county elected officials, outside groups sponsored by the city, and other “approved outside groups”, to the Office of Communications (619-691-5296).

Applications should be filed at least seven days, but not more than one year in advance of the meeting.

Meeting rooms will be allocated to approved groups on a first-come, first-served basis, subject to availability.

A representative of the organization (at least 18 years of age) must agree to sign the official application form and conditions of use, accepting responsibility for the condition of the room, for city property and for the conduct of the group.

The Office of Communications must be notified of a cancellation at least 72 hours prior to the scheduled date. In the event the City must cancel or relocate a scheduled meeting of an “approved outside group”, every effort will be made to notify the applicant at least 72 hours in advance.

The applicant will receive notice of approval or rejection of this application by telephone. If requested, a copy of the approved application can be faxed or mailed to the applicant, or collected in person from the Office of Communications.

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## Conditions of Use

- 1) Federal, state or county elected officials and outside groups formally sponsored by the City of Chula Vista may use any meeting/conference room in the city's Public Services Building, Monday – Friday, from 8 a.m. to 9 p.m., subject to availability. Meeting rooms will not be made available to these groups on weekends, public holidays or other official closure periods.
- 2) "Other approved outside groups" (non-profit and governmental organizations) may only use conference rooms 2 and 3 in the city's Public Services Building. The following schedule of availability applies:
  - Monday, Wednesday, Thursday and Friday, 5:00 p.m. – 9:00 p.m.
  - Meeting rooms will not be available on Tuesday evenings, due to City Council meetings.
  - Meeting rooms will not be available during regular business hours (M – F, 8 a.m. – 5 p.m.), on weekends, on public holidays or on other City Hall closure periods.
- 3) The maximum occupancy as posted in each conference room or specified below, must not be exceeded.
  - Conference Room 1: 24 people
  - Conference Room 2: 20 people
  - Conference Room 3: 22 people
  - Conference Rooms 2 and 3 opened into one, large room: 49 people
  - Council Chambers: 150 people
- 4) The Office of Communications (619-691-5296) must be notified of a cancellation by an outside group at least 72 hours prior to a scheduled meeting date.
- 5) The organization using the room is responsible for pre-planning room set-up, prompt clean up and the removal of its property at the close of the meeting. No city custodial staff will be made available to assist with these tasks. The organization may be billed for the cost of custodial services if meeting rooms are not left in a clean and orderly state.
- 6) Each conference room is equipped with tables and chairs. Extra chairs are available from Conference Room 2. No other furniture or equipment will be provided by the city.
- 7) No food or beverages may be served or consumed in the Council Chambers. Prepared food and non-alcoholic beverages may be served in Conference Rooms 1, 2 and 3, however no kitchen facilities are available.
- 8) Decorations or displays must be limited to those items that are self-supporting, and on a floor or table that conforms to the fire regulations. Nothing may be attached to the walls or ceilings of these rooms.
- 9) Alcoholic beverages may not be served at meetings.
- 10) Smoking is prohibited in these meeting rooms and inside all City Of Chula Vista buildings.
- 11) Children or student groups must have adequate supervision by a person of at least 18 years of age.
- 12) Admission to the meeting rooms must be free. No charges or registration fees may be collected. The sale of merchandise or services of any type is also prohibited.
- 13) Authorized city personnel shall have the right to enter the premises at all times.
- 14) Neither the name nor address of the City of Chula Vista may be used as a mailing address or contact for organizations meeting in these rooms.
- 15) Permission to use a meeting room is not transferable from one organization to another. Further, any change in the authorized officer or in the subject of the program as indicated on the form must be reported immediately to the Office of Communications (619-691-5296).
- 16) The City does not advocate or endorse viewpoints of meeting room users.
- 17) The City of Chula Vista reserves the right to revoke or change the organization's meeting location, time or schedule.
- 18) An authorized representative of the organization (at least 18 years of age) must agree to these conditions of use by signing below, and must also complete and sign the "Application for Use of Meeting Room" form. By doing so, the representative accepts responsibility for the condition of the room, for City property and for the conduct of the group. This representative shall be liable for any loss or damage to City property sustained as a result of, or during, the organization's use of the meeting rooms.
- 19) The applicant agrees to hold the City of Chula Vista, and all of its officers, agents and employees, at all times free and harmless from and against any and all claims, demands, or judgments that may arise out of, and in connection with, or be the result of any injury sustained or suffered by any person or persons while attending the above meeting, or while on the premises of said building and grounds. The City of Chula Vista is not responsible for any lost or stolen property belonging to meeting room users.
- 20) Failure to comply with any of these conditions may result in denial of future room use.

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**I hereby agree to the above conditions of use:**

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_

# City of Chula Vista Meeting Room Policy – Civic Center and Public Works Center



## Application Form

### CONTACT INFORMATION

Name of Organization Requesting Room: \_\_\_\_\_

Category of Eligibility: ☐ City-sponsored Group/Event ☐ Elected Official ☐ Government Agency ☐ Non-profit

Name of authorized representative (*must be at least 18 years of age*): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

I wish to receive notification of approval/denial of application via: ☐ telephone ☐ fax ☐ email

### MEETING INFORMATION

Date of meeting: \_\_\_\_\_ Alternate date (if first choice is unavail): \_\_\_\_\_

Start time (set-up): \_\_\_\_\_ End time (break-down): \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

*Note: Office of Communications must be notified at least 72 hours prior to scheduled meeting, if purpose, dates or times of meeting change after application is submitted. Any change could result in denial of room use.*

### ROOM(S) REQUESTED

#### Elected officials & city-sponsored groups only:

- ☐ Council Chambers
  - Max. occupancy 150 people
  - Dais and podium w/ auditorium-style seating
- ☐ Conference Room 1
  - Max. occupancy 24 people
  - Includes three, 6' tables and approx. twenty chairs
  - Includes sink and counter area

#### Any eligible group:

- ☐ Conference Room 2
  - Max. occupancy 20 people
  - Includes three, 6' tables and approx. thirteen chairs
- ☐ Conference Room 3
  - Max. occupancy 22 people
  - Includes three, 6' tables and approx. thirteen chairs
  - Includes sink and counter area

#### **Note:**

*All other conference rooms at the Civic Center complex and Public Works Center are restricted to use by city staff, city elected officials and city-appointed commissions and boards.*

*Conference rooms 2 and 3 can be opened into a single room accommodating up to 49 people. Check both boxes if you wish to use both rooms.*

*Groups reserving Council Chambers must also reserve the adjoining Conference Room 1 if they wish to serve food or beverages. No food or beverages may be served in Council Chambers.*

### Applicant agrees to comply with the meeting room policy, conditions of use and application process

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
(original signature required)

Submit completed application form to:

City of Chula Vista  
Office of Communications  
276 Fourth Avenue  
Chula Vista, CA 91910  
Tel: 619-691-5296 Fax: 619-409-5448

#### For Office Use Only

- ☐ Application Approved ☐ Proof of non-profit status required
- ☐ Application Denied ☐ Room reserved

By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Notes: \_\_\_\_\_

CC: Custodial; Other \_\_\_\_\_